

2016 Summer Internship Program

August 9, 2016 Board Meeting

08/09/16
Item 2.9-A
HANDOUT



NOTED

09 AUG 2016

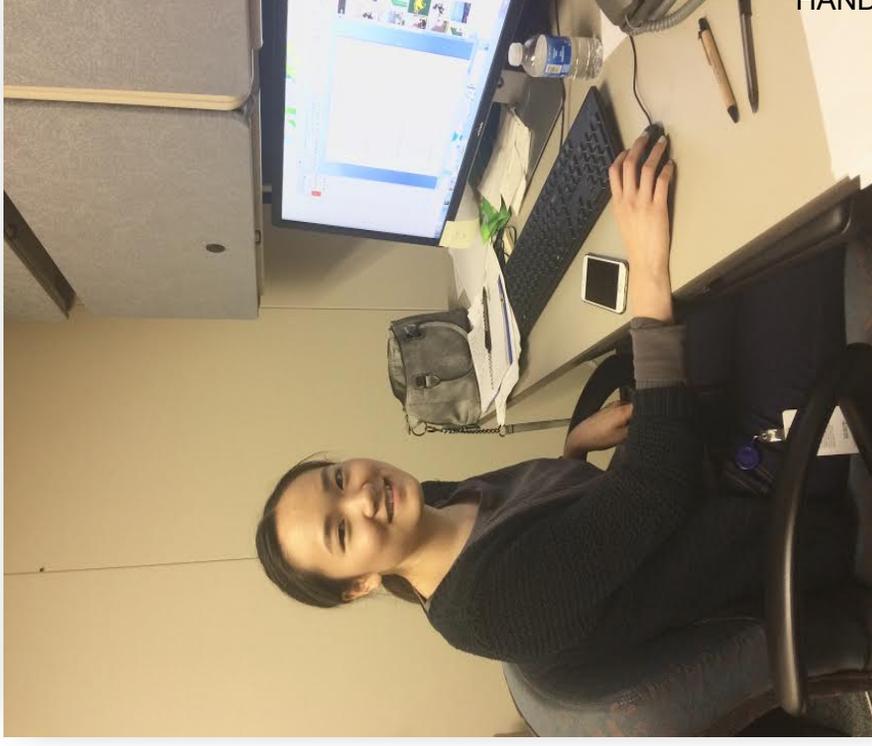
Summer Internship Overview

- Provide students with a work experience and realistic exposure to water careers in a public agency
- Support the SCVWD's entry-level succession planning efforts
- Build employment brand and pipelines with universities and colleges
- Increase interest in future SCVWD employment



Summer Internship Program Structure

- Each Intern Assigned a Mentor
- Internship Orientation
- Learning Plan
- Safety Training
- Field Tours, Networking Activities, Social Events
- Capstone Presentation
- Performance Evaluation
- Intern Satisfaction Survey



Recruitment Outreach Strategies



2016 Paid Summer Internship application period is Feb. 22 - 26, 2016

The Santa Clara Valley Water District offers 30 paid summer internship opportunities (\$15 per hour) in various disciplines, such as:

- Accounting
- Biology
- Business
- Chemistry
- Engineering
- Environmental Sciences
- Finance
- Geology
- Hydrology/Hydrography
- IT and Computer Science Technology
- Planning (Environmental/Urban)
- Political Science

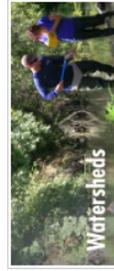
The duration of this Summer Internship Program is between June and August and is open to students enrolled in an accredited community college, undergrad (Junior and Senior), graduate programs and must be enrolled in the Fall 2016 session.

The Summer Internship Program provides students with a work experience to give him/her a realistic exposure to an organizational public sector environment as well as to provide students seeking careers in the water industry an opportunity to enhance their academic background. This experience should develop the student's awareness of the internal dynamics of an organization and of the value and attitudes of public employees to both their clientele and their administrative-political superiors. The internship also gives the student the opportunity to become aware of his/her obligations as a professional and to the public.

In addition, interns are assigned mentors, receive professional development training, participate in networking events, attend meetings with executives, and tour a water treatment plant and water quality lab. Interns are expected to prepare a Capstone presentation at the end of their internship.

This program is designed to broaden the intern's knowledge of the Santa Clara Valley Water District and how we serve our community. To ensure the Summer Internship Program remains beneficial to the district and interns, ongoing feedback will be solicited on the program's effectiveness which will help improve the program for future participants.

Internship opportunities are available in three business areas of the district: Administration, Water Utility and Watersheds:



Conducted Advance Advertising Campaign for three weeks

Local, State and Nationwide with College Career Centers

Social Media

District Summer Internship Website

Advertised for one week

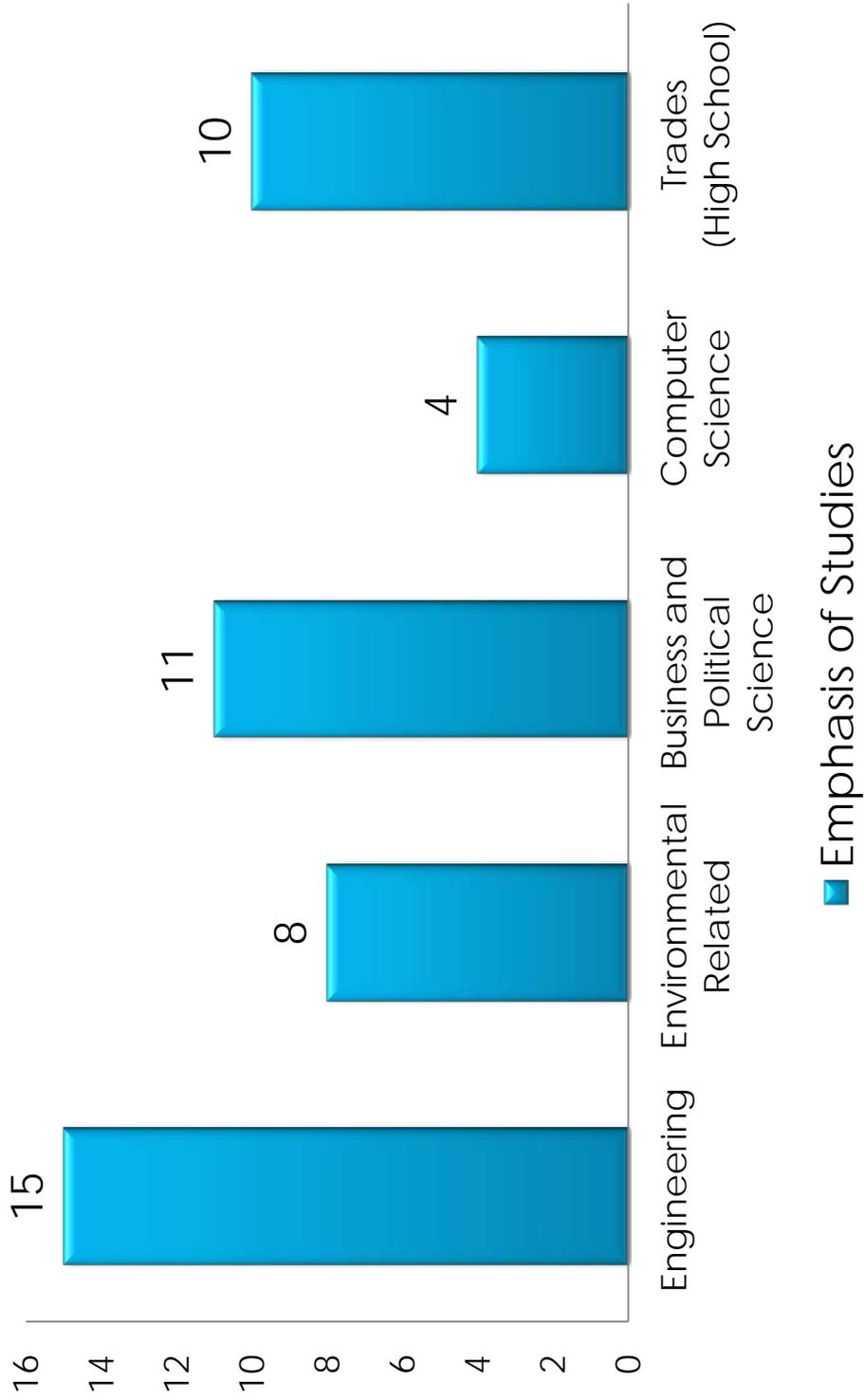
Received Almost 500 Applications

Increased Internships from 20 college interns (two years ago) to 38 this year and 10 High School interns, for a total of 48 summer interns!

2016 Summer Interns

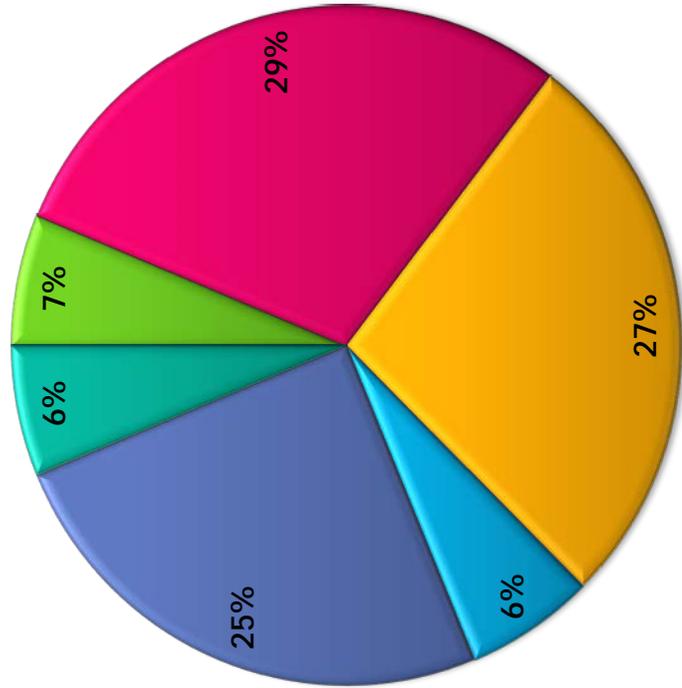


2016 Summer Interns



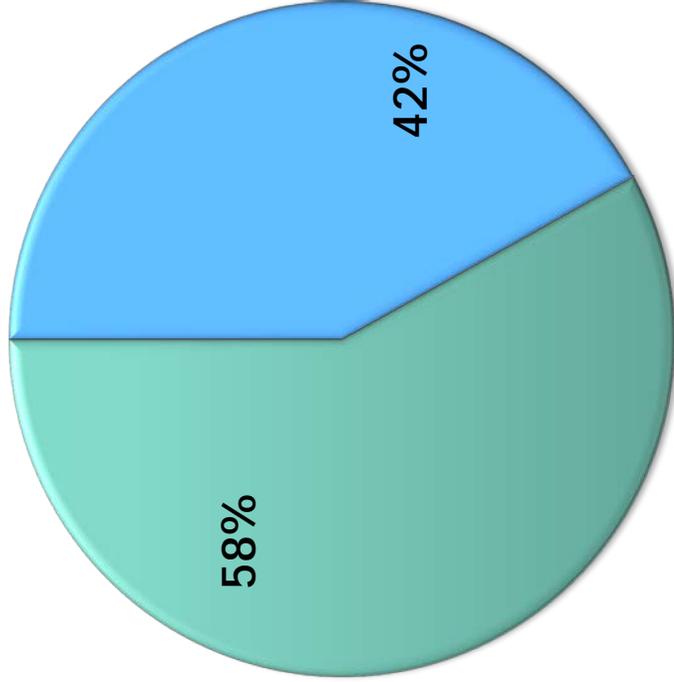
2016 Ethnicity

- African Am/Black - 6%
- Latino/Latina - 27%
- White - 25%
- Asian/Pacific Islander - 29%
- Mixed - 6%
- Undisclosed - 6%



2016 Gender

- Male
- Female



2016 Summer Learning & Networking Activities

Social Events

- 🔹 Ice Cream Hosted by Employee Resource Groups
- 🔹 BBQ hosted by CAO

Chief Presentations

Field Tours

- 🔹 Water Quality Lab
- 🔹 Silicon Valley Advanced Water Purification Center
- 🔹 Santa Teresa Water Treatment Plant

Professional Development

- 🔹 Resume and Interview Coaching
- 🔹 Assigned Mentors
- 🔹 Learning Plan

Board of Directors Meeting

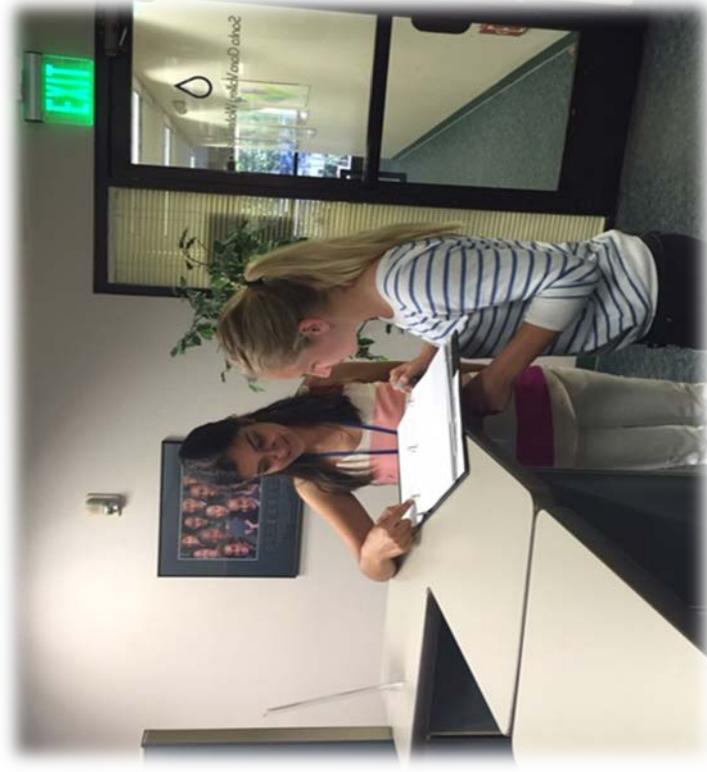
- 🔹 Introduction & Presentation

Capstone Presentation



Summer Internship Mentors

- Establishes a Learning Plan with input from the Intern
- Provides career advice and shares experiences
- Facilitates networking and engagement
- Provides day-to-day directions
- Assigns projects and tasks
- Conducts evaluation and delivers feedback
- Approves Timesheets



Learning & Evaluation Plan

- Provides practical work experience
- Linked to the intern's:
 - Academic Learning and Application
 - Skill Development
 - Personal Development
- Provides professional skills and growth needed
- Determines if the objectives from the Learning Plan were met
- Performance appraisal at end of assignment



Internship Learning Plan and Evaluation

The Learning Plan will be completed during the first week of the internship assignment. The evaluation will be completed at the end of the internship assignment.

Instructions:

- Student Interns and Supervisors/Mentors will collaborate to identify learning objectives and development activities to support the learning objectives.
- Supervisors/Mentors will provide the Student Intern with ongoing feedback regarding their performance during the assignment to ensure learning objectives are met.
- Supervisors/Mentors will complete the evaluation at the conclusion of the internship assignment.

I. GENERAL INTERNSHIP INFORMATION

Student: _____

Mentor/Supervisor: _____

Division: _____

Unit: _____

Start Date: _____

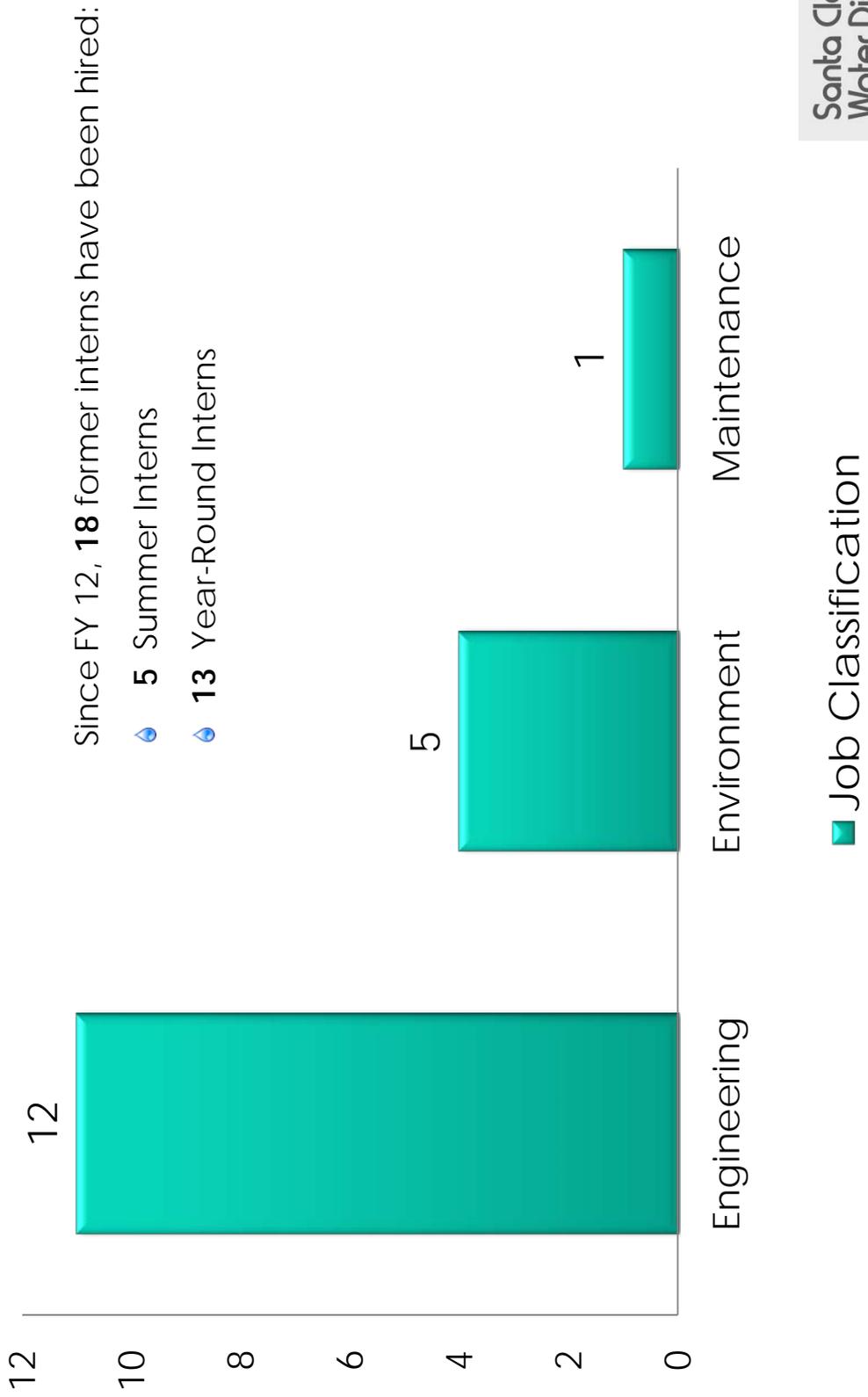
End Date: _____

II. INTERNSHIP LEARNING OBJECTIVES

- **Academic Learning and Application / Skill Development:** Related to the ideas, concepts, or theories of the student's major or minor field(s) of study. Skills specific to the student's academic major or occupation, and/or general skills such as oral and written communication, critical thinking, organization, problem solving, decision making, leadership, interpersonal relationships, technical, computer, etc.
- **Professional Development:** Self-confidence, self-awareness, self-management, sensitivity and appreciation for diversity, clarification of work and personal values, career awareness, professional development, etc.

Learning objectives should include a brief description and clearly defined. Additionally, objectives should be Specific, Measurable, Achievable, Realistic, and Time Bound (SMART).

Former Interns Hired



Introduction of Summer Interns

We are proud to introduce our Summer Interns:

- **38** Summer College Interns from 17 colleges and universities, including **1** College Skilled Trades Intern as Water Plant Operator
- **10** High School Skilled Trades Interns (from MetroED)

THANK YOU!



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